



तामाकोशी गाउँपालिका

Tamakoshi Rural Municipality

गाउँपालिकाको कार्यालय

Office of the Rural Municipal Executive

जफे, दोलखा

Japhe, Dolakha

बागमती प्रदेश, नेपाल

Bagmati Province, Nepal

Request for Proposal & Terms of Reference

for

**The Study & Preparation of Initial Environmental Examination
(IEE)**

of

**Sustainable collection & extraction of stone, sand, & gravel
from**

**Khimati Khola Area, Dholikhola Area and Gopi Khola Area at
Left bank deposition of Tamakoshi River/Quarry Site**

RFP No: (14/TRM/NCB/CS/2081-082)

Baishakh, 2082

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Section 1. Letter of Invitation

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Bagmati Province, Nepal

पत्र संख्या/Ref. No:-
चलानी नं / Dispatch No :-

मिति/Date: 2082/03/02

INVITATION FOR RFP/ToR

Ref No:

To
The Consultant,

1. Tamakoshi Rural Municipality, Office of the Rural Municipal Executive, Japhe, Dolakha, has allocated funds toward The Study & Preparation of Initial Environmental Examination (IEE) of Sustainable collection & extraction of stone, sand, & gravel from Khimati Khola Area, Dholi Khola Area and Gopi Khola Area at Left bank deposition of Tamakoshi River/Quarry Site and intends to apply a portion of this fund to eligible payments under this Contract.

2. Tamakoshi Rural Municipality, Office of the Rural Municipal Executive, Japhe, Dolakha now invites proposals to provide the consulting services for The Study & Preparation of Initial Environmental Examination (IEE) of Sustainable collection & extraction of stone, sand, & gravel from Khimati Khola Area, Dholi Khola Area and Gopi Khola Area at Left bank deposition of Tamakoshi River/Quarry Site as per notice.

3. The Request for Proposal (RFP) has been issued to the all-eligible consulting firms.
4. A consultant will be selected under Least Cost based Selection Method and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract.
6. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,


बिमल प्रसाद निरौला
प्रमुख प्रशासकीय अधिकृत

.....
Bimal Prasad Niraula
Chief Administrative Officer

Section 2. Information to Consultants¹

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
 - 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract

¹ This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions

with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

- 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
 - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
 - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
 - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit

proposals.

- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

Technical Proposal

- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
 - ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
 - iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
 - v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
 - vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
 - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

	<ul style="list-style-type: none"> iii. A description of the methodology and work plan for performing the assignment (Section 3D). iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E). v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years. vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G). vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment. viii. Any additional information requested in the Data Sheet.
	3.5 The Technical Proposal shall not include any financial information.
Financial Proposal	<p>3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.</p> <p>3.7 The Financial Proposal should include all duties, taxes and other levies , and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.</p> <p>3.8 Consultants shall express the price of their services in Nepalese Rupees.</p> <p>3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.</p>
4. Submission, Receipt, and Opening of Proposals	<p>4.1 The proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.</p> <p>4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.</p> <p>4.3 For each proposal, the consultants shall prepare the TP & FP as indicated in</p>

the Data Sheet.

- 4.4 The Technical Proposal shall be placed in a sealed envelope clearly marked **“Technical Proposal,”** and the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals (LCBS Only)

- 5.4 The financial proposal opened pursuant to Section 34 of PPA 2063, shall be evaluated for least cost method is applied to select proposal as per notice, the proposal of a proponent having the lowest cost out of the proponents having obtained minimum marks prescribed for being successful in the technical proposal be selected as PPA 2063, 35(1) (Gha).
- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference,

indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate

a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

- 6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 7 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process,

until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
 - b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice
 - d. interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
 - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

- 10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
 - b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
 - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
 - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
 - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
 - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

Information to Consultants

DATA SHEET

Clause Reference

1.1	The name of the Client is: Tamakoshi Rural Municipality, Dolakha The method of selection is: LCBS
1.2	The name, objectives, and description of the assignment are: As per ToR
1.3	A pre-proposal conference will be held: No The name(s), address(es), and telephone numbers of the Client's official (s) are: Name: Mr. Raj Kishor Yadav Address: Tamakoshi Rural Municipality, Japhe , Dolakha
1.4	The Client will provide the following inputs: NA
1.10	The clauses on fraud and corruption in the Contract are: The consultant will be Black listed.
2.1	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: Tamakoshi Rural Municipality,Dolakha Email: civil.tamakoshimun@gmail.com
3.1	Proposals should be submitted in the following language(s): Nepali /English
3.3	(i) Short listed consultants/entity may associate with other short-listed consultants: NO (ii) The estimated number of professional staff-months required for the assignment is: 3 (iii) Available Budget for Fixed Budget Assignment: NA (iv) The minimum required experience of proposed professional staff is: Attached in separate table. (vi) Reports that are part of the assignment must be written in the following language(s): English
3.4	(vii) Training is a specific component of this assignment: Yes (viii) Additional information in the Technical Proposal includes: NA

3.9	Proposals must remain valid for 90 days after the submission date
4.3	Consultants must submit an original copy of each proposal: Yes
4.4	The proposal submission address: Tamakoshi Rural Municipality, Japhe, Dolakha Information on the outer envelope should also include: contract no., Name of firm, date of submission.
4.5	Proposals must be submitted no later than: As per notice.
5.1	The address to send information to the Client is: <i>Tamakoshi Rural Municipality, Japhe, Dolakha</i>

Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No.of Staff:
Address:		No.of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No.of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS
OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE
PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												Number of Months
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____
Reports Due: _____
Activities Duration: _____

Part-time: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Draft Report	
2. Final Report	

Section 4. Financial Proposal - Standard Forms

4A. Financial Proposal Submission form.

4B. Summary of costs.

4C. Breakdown of price per activity.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

4B. SUMMARY OF COSTS/BILL OF QUANTITIES

S.No	Work Description	Quantity (No.)	Rate (NRs.)	Amount (NRs.)
1	Development of Planning Management Information System			
Total without VAT				
Value Added Tax @ 13%				
Total Amount of financial Proposal				

4C. BREAKDOWN OF PRICE PER ACTIVITY²

S.N.	DESCRIPTION	UNIT	NOS	UNIT RATE (RS)	AMOUNT (RS)	REMARKS
A.	Remuneration					
B.	Miscellaneous					

² The client may choose to request Forms 4C, 4D, 4E and 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.

Terms of Reference (ToR)
For
The Study & Preparation of
Initial Environmental Examination (IEE)
of
Sustainable collection & extraction of stone, sand, & gravel
from
Khimati Khola Area, Dholi Khola Area and Gopi Khola
area at Left bank deposition of Tamakoshi River/Quarry
Site



Tamakoshi Rural Municipality
Office of the Municipal Executive
Bagmati Province
Japhe, Dolakha, Nepal

ABBREVIATION AND ACRONYMS

CBS	Central Bureau of Statistics
CF	Community Forest
CFUG	Community Forest Users Group
CITES	Convention on International Trade of Endangered Species of Wild Flora and Fauna
DCC	District Coordination Committee
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EPA	Environmental Protection Act
EPR	Environmental Protection Regulation
GoN	Government of Nepal
HH	House Hold
HIA	High Impact Area
IEE	Initial Environmental Examination
km	Kilometer
LIA	Low Impact Area
m	Meter
m ²	Square meter
m ³ /s	Cubic meter per second
masl	Meter above sea level
NTFPs	Non-Timber Forest Products
RA	Rapid Appraisal
ToR	Terms of Reference

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Annexes

Annex I Proposal	Location	Ma
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Name and Address of the individual preparing the report

Proposal Proponent

Tamakoshi Rural Municipality is the proponent of proposal for sand/gravel collection from Tamakoshi river/quarry site. The Name and Contact Address of the proponent is as follows.

Tamakoshi Rural Municipality
Office of the Rural Municipal Executive
Tel. No.:
E-mail: civil.tamakoshimun@gmail.com

Organization responsible for preparing the report

The proponent is responsible to carry out Initial Environmental Examination (IEE) for the proposed proposal. Tamakoshi Rural Municipality will provide necessary technical support to the **Proponent of the Proposal**. The Address of the Consultant is as given below:

General Introduction of the Proposal

Introduction

Nepal is known as a mountainous country, more than 80% mountainous of which is covered by mountainous and hilly region. The region has huge potential for the non-forest products like boulder, gravel sand etc. Similarly, several rivers, streams and rivulets in the country are the tremendous sources of these materials. Utilization of these resources on sustainable manner undoubtedly helps to improve the livelihood of rural people and assists in the conservation of forest as this brings changes on forest based livelihood mechanism and thus assists on overall economic development of the country. These non-forest products (boulder, gravel, sand etc.) are basic construction materials which can be used within the country or be exported outside the country. Nepal has not been able to take advantage of these natural resources in a sustainable manner.

The proponent, Tamakoshi Rural Municipality, Office of the Rural Municipal Executive, Japhe, Dolakha is planning to mobilize these resources on sustainable and environmentally sound way so that use and processing of these materials in crusher industries could be also more systematic and environmentally friendly. At present, these crusher industries are not only quarrying the earth materials, but are also collecting boulders, gravels, pebbles and other construction materials from various area of Tamakoshi river channels.

Proposal description

Location, accessibility of the project site, activities to be carried out (collection, extraction, excavation, river/stream diversion, site clearance, washing, processing, storage, transportation, use of machineries, no. of labourers, machines and its type) collection/extraction site/area, type of materials to be collected, quantity, collection/extraction period, operation of crusher industries (proposed or existing), licensing procedure for collection/extraction of construction materials,

2.3 Salient features of the Proposal

Salient features of the proposal are presented below.

Proposal Name: Study & preparation of IEE report for the collection and extraction of sand, stone and gravel deposition from Left bank of Tamakoshi River in Khimati Khola Area, Dholi Khola area, and Gopi Khola Area.

1. Proposal Location

District: Dolakha District

Municipality: Tamakoshi Rural Municipality, Dolakha

2. Geographical features

Terrain:

Altitude:

Climate:

Soil:

Nearby water sources:

3. Collection site, materials and methods

Collection/Quarry Site

Geographical Coordinates

Latitude

Longitude

Access road

Type of materials to be collected

Quantity of collected/extracted materials per day

Annual quantity of collected/extracted materials

Operation month/period (year)

Collection/extraction method

Type of machineries used (including transportation vehicles)

No. Of machineries used

No of proposed/existing crushers

Affected MUNICIPALITY/Wards

Affected Settlements

No. of employment generation

Skilled

Unskilled

Tentative Income generated

Tentative revenue generated

Proposal Area Delineation

Based on expert judgement and consensus among specialists involved, the proposal area is divided into three categories:

High Impact Area (HIA): This is the area where the collection/extraction activities of sand/gravel/boulder occupy. Some 50 to 150m immediate vicinity around the proposal site and access way is also included, considering the place needed for extraction/collection of materials, construction material pile, camp facilities, muck disposal site, site clearance activities etc. Similarly, some 50 to 150m of direct adjoining area to the proposal site is also covered, envisioning the fact of mobility of people and vehicles/equipment etc.

Low Impact Area (LIA): Low Impact Area is generally considered from socio-economic point of view. Socio-economic information will be collected and analyzed for 5km or 1.5 hour walking distance (depending upon the settlement pattern) from the boundary of the Proposal area on all sides (immediate influence area as Low Impact Area). MUNICIPALITY fall under this category.

The IEE study shall make every effort to quantify and evaluate site-specific impacts to the extent applicable in all resources within the High Impact Area.

2.5 Collection/extraction of sand, gravel, boulder etc.

The table given below shows the average monthly collection of construction materials, types and collection site/area.

Table 2.1: Quantity of collected/extracted construction materials

S.N .	Month	Collection site/area of river, streams/quarries (starting and end point)	Type of materials collected	Avg. monthly collection
1.	January			
2.	February			
3.	March			
4.	April			
5.	May			
6.	June			
7.	July			
8.	August			
9.	September			
10.	October			
11.	November			
12.	December			
Annual Quantity				

2.6 Operation Planning

Proposal operation planning schedule is as given in table below.

Table 2.2 Operation Planning Schedule

S.N.	Details of activities	Time Period					
		2082/83			2083/84		
1.	Access road construction						
2.	Site clearance						
3.	Collection/extraction of materials						
4.	Processing/storage of materials						
5.	Transportation of materials						

2.6.1 Camp, Spoil Disposal area

Labour force will be supplied from the local market i.e. from Tamakoshi Rural Municipality and Melung Rural Municipality and it is expected that they will come from their own houses; therefore construction of campsite is not necessary whereas workshop for construction material storage is necessary to be built at appropriate places of the proposal site.

2.6.2 Operation power

Proposal area is electrified with local electricity distribution line. Instead of this, as a back up electricity supply, the proponent will install diesel generator unit.

2.6.3 Manpower Requirement

A reasonable estimate for skilled and semi skilled manpower requirement during the proposed Proposal implementation is expected to be about rs 1010 per day. Local people will be given employment opportunity on the basis of their skills.

2.7 Objective of ToR

The basic objective of the ToR is to set up a guideline for conducting IEE of the proposed Proposal to fulfil the requirements of EPR, 1997. The objectives of the ToR are as follows:

- To identify all the adverse and beneficial impacts likely to arise due to implementation of the Proposal.
- To reflect the main issues identified in the form of ToR
- To provide guidance for the study of IEE.
- To systematize the working procedure and listing of various activities to be performed.
- To delineate the working procedure and fitting the IEE report within the policy and legal context.

The ToR for **Study & preparation of IEE report for sand , stone and gravel deposition from Left bank of Tamakoshi River in Khimati Khola Area, Dholi Khola Area and Gopi Khola Area.** Proposal has been prepared explicitly for collection/extraction of sand/gravel/boulder from Tamakoshi River/quarry site excluding the access road.

2.8 Objective of IEE Study

The objectives of the IEE study are as follows:

- To document the existing physical, biological, socio-economic and cultural environment of the Proposal affected area.
- To identify, evaluate and classify the impacts
- To develop mitigation measures to avoid/reduce/mitigate adverse impacts due to implementation of the Proposal
- To develop enhancement measures to enhance the beneficial impacts due to implementation of the Proposal
- To formulate environmental management plan
- To advise the decision makers regarding further action on development of Proposal.

Rationality of conducting IEE STUDY

Study & preparation of IEE report for sand, stone and gravel deposition from Left bank of Tamakoshi River in Khimati Khola Area, Dholi Khola Area and Gopi Khola Area. Proposal has some kind of adverse impact on environment. Tamakoshi river carry massive amount of sediment load and deposition occurs along the river channels thus resulting riverbed mounting and flood plain area widening. Due to occurrence of these phenomena, water induced hazards are accelerating every year. Realizing this fact, awareness for conservation of natural environment has become prominent. Environmental Assessment of the proposal is necessary to lesson the water induced disasters like flood, erosion, river cutting etc in the upstream and downstream region, boost up economic condition of local bodies and people through sustainable and environmental friendly collection, extraction, processing and transportation of river deposits like sand, gravel, stone etc. To carry out environmental study in order to quantify such impacts and formulate mitigation measures, guidelines were prepared. In this regard, GoN has promulgated Environment Protection Act 1996 (EPA) and subsequently, Environmental Protection Rules, 1997 (EPR) as guiding principle for conducting such mandatory studies.

As a whole, the proposal does not fall in any restricted areas, places of cultural, historical and archaeological importance/monuments, conservation areas, wild life national parks, wetland areas, environmental sensitive and/or fragile area and any other places where the law of the land prohibits any construction activities. Total estimated quantity of collection/extracted materials will be 275 m³/day, which is less than 300m³/day. Hence, this Proposal falls in the Schedule-1 Category of the Proposals of EPR 1997. Therefore, it requires only Initial Environmental Examination (IEE) study as per legal requirement of EPA, 1997 and EPR, 1997.

data requirement and study methodology

The IEE study of proposed Proposal will be carried out according to the EPA 1996 and EPR 1997 and with its subsequent amendments. The following procedures will be considered to prepare IEE study report.

Desk study

Secondary information will be collected by reviewing relevant documents. Information related to physical environment such as geographical location and land use patterns will be obtained by using topographic maps, MUNICIPALITY and district profile. The biological information of flora and fauna will be obtained from reviewing relevant articles published from government and non-government agency. Information on local community forest will be collected from reviewing operational plan of Community Forests (CF). Additionally, protected species of the Proposal area will be tallied with the protected species' list of GoN and other international conventions to which Nepal is a signatory. The socio-economic information such as demographic pattern, social service centres, religion, occupation, etc will be obtained by reviewing documents published by Central Bureau of Statistics (CBS), district profile, MUNICIPALITY profile and other Proposal related documents.

Furthermore, the collected data will be categorized in terms of physical, biological, socio-economic and cultural environment. Existing acts, rule, policies, legislation and guidelines related to sand/gravel/boulder collection/extraction will be reviewed and documented for the preparation of IEE study report.

Field Survey and Site Investigation

In order to meet the above objectives, the different methods for information collection such as walk through survey, inventory survey, sampling, focused group discussion and house hold surveys may be used. The secondary information through published and unpublished reports, and maps and photographs interpretation may also be used.

The Proponent shall collect and analyze bio-physical environmental information in the Proposal area (High Impact Area within physical coverage of 50 to 150m and Medium Impact Area within the physical coverage of about 150 to 500m. Socio-economic information will be collected and analyzed for 5km or 1.5 hour walking distance (depending upon the settlement pattern) from the boundary of the Proposal area on all sides (immediate influence area as Low Impact Area) Tamakoshi Rural Municipality fall under this category. The IEE study shall make every effort to quantify and evaluate site-specific impacts to the extent applicable in all resources within the High Impact Area.

The census shall be carried out particularly to collect data regarding households whose land or houses will be located within the Proposal area and those that are to be acquired.

4.2.1 Physical Environment

Information on physical environment shall be collected through literatures, maps, and walk through survey. The use of appropriate and calibrated equipment is encouraged to quantify information.

4.2.2 Biological Environment

Information on biological environment such as vegetation shall be collected by standard ecological methodologies shall be adopted in order to quantify vegetation of the forest of all possible categories such as disturbed, medium disturbed and undisturbed. Number of trees to

be cleared for implementation of the Proposal shall be recorded by counting method or sample plot method.

Wildlife distribution and occurrence in the Proposal area shall be collected through pug marks of the wild animals, jungle trek and observation method including discussion with the local people. Fishery information shall be generated by capture-recapture method, and by asking the local people and site observation. The Proponent may use data sheets to collect the field level information.

4.2.3 Socio-Economic Environment

Socio-economic information shall be collected by using questionnaire, checklists, observation, interviewing with the local people, focus group discussion, Participatory Appraisal (PRA), discussion with district level offices, Municipality and community groups. The Proponent shall collect information on possible damage of infrastructures, and community services through checklists and focus group discussion. Information on land acquisition and compensation issues shall be collected through intensive household survey at least in the direct impact zone.

Public Notice

While preparing IEE report, a fifteen days public notice will be published in national daily newspaper to inform the stakeholders about the Proposal activities. Further, the notice will be affixed in the offices of concerned Municipality, DCC, schools, hospitals, health posts and other public offices located near to the Proposal area requesting them to provide their written opinions, suggestions and comments about the Proposal implementation activities.

Public Consultation and Recommendation Letters

During data collection for IEE study, public consultation will be carried out at appropriate places considering the views, suggestions and comments on the Proposal implementation. Public consultation will also be carried out through focus group discussions with targeted groups such as women, key informants and other groups.

Recommendation of affected Municipality as per EPR will be collected and attached in the IEE report. Also if the Proposal requires forest land of community forest to be cleared, the recommendations from these affected community forest shall be collected and attached in the IEE report.

If the Proposal requires land from government forest/community forest or trees are needed to be cut down from them, then comments and suggestions from District Forest Office and affected community forests should be attached in the IEE report along with their recommendation letters.

Data Analysis and Impact Prediction

After collecting baseline field data from the Proposal area on physical, biological, socio-economic and cultural environment, these will be analyzed and interpreted as per EPR 1997. The analysis shall be made on the nature, magnitude, duration and extent of the impacts due

to construction and operation activities of the Proposal. Mitigation measures and monitoring plans will be described for each impact.

Data collection for IEE study as aforementioned methods will first be compiled and classified to relevant components (Physical, Cultural, Socio-Economic and Biological) for convenience and to avoid possible mismatches. Computer software with usage of expert's opinion will be primary tool to process data coming from physical, socio economic and cultural domain.

While categorizing the impacts into 'significant and insignificant depending on the nature of impact, the following aspects shall be made to each of the impact:

- Nature : Direct or Indirect
- Magnitude : High, Moderate, Low
- Extent: Site specific, Local and National
- Timing : Short term, Medium-term, Long-term
- Duration : Temporary, Permanent
- Impact quality : Beneficial, Negative

existing environmental condition

ENVIRONMENTAL STUDY TEAM ALSO CARRIED OUT FIELD VISIT TO THE PROPOSED AREA IN TAMAKOSHI RIVER BEFORE TOR PREPARATION OF IEE STUDY AND FOLLOWING OBSERVATIONS WERE MADE ON THE ENVIRONMENT OF THE PROPOSAL.

5.1 Physical Environment

Topography:

Climate and Hydrology:

Geology:

Soil Erosion and Landslide:

Land Use:

Air and Water quality:

Noise Quality:

5.2 Biological Environment

The Proposal area belongs to free zone. There is no national park, wildlife sanctuary, buffer zone or conservation area in or around the proposal area.

Forest and Flora

Forest type, community forest, plant/tree species
Plant Species of Medicinal and Ethno-Botanical Values
Fauna
Fishes
Rare, Endangered and Protected Species of Flora and Fauna

5.3 Socio-economic and Cultural Environment

Population:
Ethnicity and Settlements
Occupation
Local Economy
Literacy
Health and Sanitation
Public Facilities

Policies, Law and manual to be Undertaken into account while preparing the report

The policy documents, acts, regulations and guidelines as indicated below shall be reviewed and relevant provisions shall be referred in the IEE report. A concrete recommendation shall be made in the IEE report as to whether or not the Proposal could be implemented after reviewing acts and regulations. Any legal provision that surface against Proposal implementation will be investigated and put forth with recommendations, if felt necessary will be made in the IEE report. In particular the following documents will be considered during IEE report preparation.

Plans, Policies and Strategies

- Three Years Interim Plan, 2008
- Forestry Sector Master Plan, 1998
- Water Resource Strategy, 2002
- Nepal Biodiversity Strategy, 2002
- Nepal Environment Policy and Action Plan, 1993 and 1998
- Revised Forest Policy, 2000

Acts and Regulations

- Interim Constitution of Nepal, 2007
- Environment Protection Act, 1996
- Environment Protection Rules, 1997
- Plant Protection Act, 1972
- National Parks and Wildlife Conservation Act, 1973
- Soil and Watershed Conservation Act, 1982
- Forest Act, 1993
- Forest Regulation, 1995
- Labour Act, 1991
- Land Acquisition Act, 1977
- Local Self-Governance Act, 1998

- Local Self-Governance Regulation, 1999
- Industrial Enterprises Act, 1993
- Export, Import Act, 1956
- Mines and Minerals Act, 1993
- Aquatic Animals Protection Act, 1993
- Water Resources Act, 1993
- Water Resources Regulations, 1993
- Solid Waste Management and Resource Mobilization Act, 1987 and Regulations, 1989
- Wildlife Reserve Rule, 1977

Guidelines and Manuals

- National Environmental Impact Assessment Guideline, 1993
- EIA Guideline for Forestry Sector, 1995
- Environmental Management Guidelines (Road), 1997
- Community Forest Guidelines, 2001
- A hand book on Licensing and Environmental Assessment Process for Hydropower process in Nepal, 2006
- Working Procedures of Forest, 2007
- Guidelines on Land-use for Other Purposes, 2063 B.S. (वन क्षेत्रको जग्गा प्रयोजनको लागि उपलब्ध गराउने कार्यविधि, २०६३),

Conventions

- Convention on Biological Diversity, 1992
- CITES, 1973
- Convention No 169 concerning indigenous and tribal people in Independent Countries

Any significant conflicts and issues related to the environment and others will be identified and recommendations will be based on the above mentioned policies, rules and regulations. The proponent will describe the pertinent regulations and standards governing environmental quality, health and safety, protection of the sensitive areas, protection of the endangered species, land use control etc. At district, MUNICIPALITY/Municipality and ward level. The proponent shall also review the responsibilities of the local, district, and central level institutions and recommended steps to ensure for necessary coordination during the Proposal implementation.

7. PREPARATION OF THE REPORT

The IEE report shall be prepared in consonance with the contents given on the Schedule-5 of the EPR 1997. The report shall document systematically the baseline data on physical, biological as well as socio-economic and cultural environment.

7.1 Time Schedule, Budget and Study Team

The estimated study time schedule, cost and team composition is as follows.

7.1.1 Time Schedule

The estimated time schedule for completion of the IEE study is 1.5 months as given in Table 7.1. Here, time schedule for approval of ToR and IEE report is not included.

Table 7.1: Time Schedule for IEE Study

Activities/Month	2082 Ashadh end	Upto 2082 Shrawan 15
Data collection, analysis, Literature review and preparation of ToR document	_____	
Submission of ToR document to Municipality and its approval	_____	
Public notice publication, Field visit/study and public consultation meeting	_____	
IEE Draft report writing		_____
Final IEE report writing with incorporating comments		_____
Submission of Final report to Municipality and its approval		_____

7.1.2 Study Team

The following professionals will carry out the IEE study:

Environmental Specialist	- Team Leader
Geologist/Hydrologist	- Team Member
Environment Specialist	- Team Member
Sociologist	- Team Member
Civil Engineer	- Team Member
GIS Expert	- Team Member
Other Support Staffs	

8. SPECIFIC IMPACTS ON THE IMPLEMENTATION OF PROPOSAL ON THE ENVIRONMENT

After the field visit, the study team will presume the environmental impacts to be affected by the implementation of the Proposal. These impacts will be categorized as site specific, local and regional in terms of extent. During the IEE study, these issues will be dealt thoroughly. The impacts will be characterized as low, medium, high in terms of magnitude and long term, medium term, and short term in terms of duration.

8.1 Physical Environment

- Impact due to site clearance
- Impact due to access road construction
- Impact due to crusher plant establishment
- Change in Topography, Geomorphology (river bank and embankment stability, disturbance to fragile slope)
- Collection/quarrying activities
- Change in land use (loss or degradation of productive land)

- Impact due to spoil handling and disposal;
- Impact on slope stability, sedimentation, soil erosion, bank cutting and flooding
- Change in River hydrology and morphology (meandering and alteration of river flow, change/deepening in river bed) other natural resources e.g. water spring, well etc.
- Impact on water quality in downstream and water use system;
- Impact due to noise and vibration
- Impact due to stockpiling of collected/extracted materials;
- Impact on air quality due to dust emission and vehicle movement
- Access road related issues including impact due to heavily loaded vehicles for transportation of construction materials
- Decline in aesthetic value and visual impact
- Any other issues likely to arise during IEE study

8.2 Biological environment

- Impacts on vegetation due to clearance for the Proposal activities;
- Impacts on protected species of flora and fauna;
- Any other issues likely to arise during IEE study including biodiversity aspects.
- Impacts on aquatic habitat;
- Impacts on forest, forest products and vegetation of surrounding area and dependent wildlife due to increased human activities
- Impacts on wildlife and bird due to destruction of its habitat;
- Impacts on wildlife, bird and its habitat due to illegal hunting, poaching
- Impacts on protected species of flora and fauna;
- Any other issues likely to rise during IEE study

8.3 Socio-economic and Cultural Environment

- Land acquisition, compensation issues and people's displacement
- Impact on gender and vulnerable groups (including extension/evacuation of squatter settlement)
- Impact on occupational health, safety and sanitation;
- Any other issues likely to arise during IEE study
- Impact on access road, people's movement and traffic management due to operation activities
- Loss or damage to private land and properties such as houses, farm sheds, and other structures, crops and fodder/fruit trees
- Impact on occupational health, safety and sanitation and solid waste management
- Loss or degradation of farm land and impact on agriculture productivity and livestock
- Pressure on existing infrastructure facilities like health post, education, communication, water supply and sanitation facilities, irrigation system, foot trail, trail bridges etc.
- Social conflict
- Change in social structure, traditional and cultural practices, rituals of the people due to exposition to outside workforce
- Impact on law and order in the Proposal area due to large work force;
- Impact due to proposal site infrastructure development
- Impact on religious, cultural and historical sites (including cremation site)

- Impact on gender and vulnerable groups (including extension/evacuation of squatter settlement)
- Migration of labourers
- Impact on livelihood of local people (fisherman etc)
- Impact on nearby human settlements
- Impact on use of other natural resources
- Conflict in revenue/income sharing mechanism
- Other public concern issues
- Any other issues likely to arise during IEE study.

8.4 Beneficial impacts

- Employment opportunity for skilled, semi-skilled and unskilled local people
- Increase in road network
- Employment opportunity for local people and human resource development
- Boost up of local economy
- Impact on gender and vulnerable groups;
- Business opportunity to local people;
- Revenue generation to local bodies;
- Community development and Potential improvement of public facilities
- Benefit to the local people due to the Proposal implementation.

9 ALTERNATIVES FOR THE IMPLEMENTATION OF THE PROPOSAL ON THE ENVIRONMENT

During IEE study of the Proposal, an alternative analysis of the Proposal implementation shall be performed considering various aspects like proposal site, operation procedure and technology and schedule. Alternative analysis shall be performed on the following aspects:

- No Proposal option
- Proposal alternatives
- Alternative Proposal sites
- Alternative technology and operation
- Alternative resources, procedure and schedule

10 Mitigation and enhancement measures

Preventive, corrective and compensatory mitigation measures as identified and anticipated in the study will be included in the IEE report. Each of the identified adverse impacts will be evaluated in detail and cost effective mitigation measures will be suggested to minimise the adverse impacts. Social enhancement measures shall be proposed to enhance beneficial impacts due to implementation of the Proposal. The mitigation measures will be categorized in terms of physical, biological, socio-economic and cultural environment during proposal construction and operation phase. “वन क्षेत्रको जग्गा प्रयोजनको लागि उपलब्ध गराउने कार्यविधि, २०६३)” shall be strictly followed to propose mitigation measures regarding impacts on forest and vegetation. The detail IEE report shall include the following:

- Mitigation and enhancement measures during construction and operation phases for each environment; agencies responsible for implementation and construction
- Mitigation and enhancement cost

- Organizational set up to carry out the mitigation and enhancement measures, and
- Preparation of Environment Impact Mitigation Matrix

The following considerations shall be made while proposing the cost for environment protection measures.

- Appropriate compensation for the loss of assets;
- Appropriate mitigation measures to minimise the adverse impacts on biophysical, socio-economic and cultural environment;
- Health and sanitation measures;

Summary of Cost Benefit assessment shall be given which shall include the followings:

- Cost for Environment Mitigation Measures
- Cost for Enhancement Measures,
- Cost for other Social Support Programs,
- Cost for Environmental Monitoring,
- Total Proposal Income and revenue generation, and
- Percentage of total Environmental Cost to the Total Proposal Income and revenue generation

11 MATTERS TO BE MONITORED WHILE IMPLEMENTING THE PROPOSAL

"Environmental Monitoring Plan" shall be categorized in terms of baseline impact, and compliance monitoring plans. Impact and Compliance Monitoring plan shall be further categorized in terms of construction and operation phases. The Environmental Monitoring Plan will be prepared in terms of physical, biological, socio-economic and cultural environment. The proposed plan will be worked out about the cost of impact and cost of monitoring activities to carry out the proposed activities at least for 2 years of proposal operation period.

Estimated budget for EMP implementation in IEE report of the proposal shall be reported as presented in table 11.1.

Table 11.1: Sample to show summary of cost for EMP implementation in IEE Report

S.N	Activities	Budget Allocation (NRS)	Remarks
1	Environmental Protection Measures		
2	Social Enhancement Measures in the Proposal area		
3	Environmental Monitoring		
Total:			

12 OTHER NECESSARY MATTERS

Report format and deliverables

References, annexes, maps, photos, tables, charts and questionnaire as relevant and applicable shall be included in the report. Chapter plan for IEE report will be as given below.

Abbreviation and Acronyms

Table of Contents

1. NAME AND ADDRESS OF THE INDIVIDUAL/INSTITUTION PREPARING THE REPORT.

- 1.1 Proponent
- 1.2 Institution responsible for preparing the IEE Report

2. GENERAL INTRODUCTION OF THE PROPOSAL

- 2.1 Back ground
- 2.2 Objective of IEE
- 2.3 Proposal description
- 2.4 Proposal location
- 2.5 Proposal component accessibility
- 2.6 Proposal Salient features
- 2.7 Land requirement
- 2.8 Construction Schedule
- 2.9 Construction materials Stock and muck disposal
- 2.10 Camp site, warehouse, and Construction yard
- 2.11 Proposal area delineation

3.0 DATA REQUIREMENT AND STUDY METHODOLOGY

- 3.1 Physical Environment
- 3.2 Biological Environment
- 3.3 Socio-economic and Cultural Environment

4.0 IMPACT IDENTIFICATION AND PREDICTION

5.0 REVIEW OF PLANS, POLICIES, LEGISLATIONS, GUIDELINES, STANDARDS AND CONVENTIONS

6.0 DESCRIPTION OF EXISTING ENVIRONMENT

- 6.1 Physical
- 6.2 Biological
- 6.3 Socio-economic and Cultural

7.0 ENVIRONMENTAL IMPACT

7.1 Physical Environment

- 7.1.1 Construction
- 7.1.2 Operation

7.2 Biological Environment

- 7.2.1 Construction
- 7.2.2 Operation

7.3 Socio-economic and Cultural Environment

7.3.1 Construction

7.3.2 Operation

8.0 ALTERNATIVE ANALYSIS

9.0 MITIGATION AND ENHANCEMENT MEASURES

9.1 Physical

9.1.1 Construction

9.1.2 Operation

9.2 Biological

9.2.1 Construction

9.2.2 Operation

9.3 Socio-economic

9.3.1 Construction

9.3.2 Operation

10.0 MITIGATION AND ENHANCEMENT COST

11.0 MONITORING PLANNING

12. CONCLUSION

REFERENCE

APPENDICE

Tamakoshi Rural Municipality

Office of the Rural Municipal Executive

Japhe, Dolakha
Evaluation Criteria (As per Instruction to
Consultants, 5.3)

For the Evaluation of Technical Proposal for conducting the Study & Preparation of Initial Environmental Examination (IEE) Report of Sustainable collection & extraction of stone, sand, & gravel from Khimati Khola Area, Dholi Khola Area and Gopi Khola Area. at Left bank deposition of Tamakoshi River/Quarry Site.

S.No	Selection Criteria	Max. Score
1	General works Experience of the Firm (DPR or Master plan or IEE or EIA of projects like rivers ,forest ,industries Engineering projects like road water supply ,buildings ,hall,complex ,Airport,Hydropower ,Bridges or Similar projects) ; one mark for each project	10
2	Specific Experience (Experience in of IEE/EIA of sand / Gravel extraction) of consulting Firm; five mark for each project	25
3	Qualification and competence of the consultant team proposed for the assignment (eligibility for a selection for the requires at least masters degree and engagement in at least 3 IEE/EIA , experience preference is given to IEE/EIA of sand /gravel extraction)	50
3.1	Team leader (Master's degree in Environment science/ Engineering with minimum experience of five years)	15
a	3 marks for Academic qualification & 4 marks for experience; 1 mark for each year	7
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	8
3.2	GIS Expert (Bachelors' degree in GIS/Geomatics Engineering minimum experience of 5 years)	6
a	2 marks for Academic qualification & 4 marks for experience; 1 mark for each year	6
3.3	Sociologist /Socio-economist (Master's degree in sociology/Anthropology with minimum experience of 5 years)	10
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	6
3.4	Hydrologist/Geologist (Master's degree in Hydrology/Geology with minimum experience of 5 years)	9
a	2 marks for Academic qualification & 3 marks for experience; 1 mark for each year	5
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	4
3.5	Civil Engineer (Bachelors degree in Civil Engineering with minimum experience of five years)	10
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	6
4	Understanding of ToR and Methodology	10
5	Technology transfer/Trainings	5
Total Score		100

Minimum score to be qualified for financial proposal=75.

Note: Copy of specified qualification/experience documents should be submitted for verification to obtain the score in evaluation. No score only for academic qualification is given for less than specified years of experience.

ANNEX - I

Proposed Location Map